

# ONE STOP PERMITTING

CITY OF BIRMINGHAM  
DEPARTMENT OF PLANNING, ENGINEERING & PERMITS  
710 20<sup>th</sup> Street, North  
ROOM 210, CITY HALL  
BIRMINGHAM, ALABAMA 35203

Randall L. Woodfin, Mayor

Edwin Revell, Director

SIGN PERMIT APPLICATION

P.I.D. No.: \_\_\_\_\_ Address Verified By: \_\_\_\_\_  
Modified Address: \_\_\_\_\_

Date \_\_\_\_\_  
Case No. \_\_\_\_\_  
Master No. \_\_\_\_\_  
Project No. \_\_\_\_\_

Please print or type legibly and fill in all that apply

Job Site Address: \_\_\_\_\_  
Location: (floor, wing, suite, etc.) \_\_\_\_\_  
Project Name \_\_\_\_\_

☐ PROPERTY OWNER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE : ( ) \_\_\_\_\_ CELLULAR : ( ) \_\_\_\_\_  
FAX : ( ) \_\_\_\_\_ PAGER : ( ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

☐ TENANT

NAME: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE : ( ) \_\_\_\_\_ CELLULAR : ( ) \_\_\_\_\_  
FAX : ( ) \_\_\_\_\_ PAGER : ( ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

\*Applicant is required to be authorized by owner to undertake work

CONTACT PERSON: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_ PHONE : ( ) \_\_\_\_\_ CELLULAR : ( ) \_\_\_\_\_  
FAX : ( ) \_\_\_\_\_ PAGER : ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

Supply dimensioned plot plan showing placement of proposed sign, placement of all other signs for this premise and dimensions from property lines and building walls.

PROPOSED USE

☐ On-Premise Permanent  
☐ On-Premise Portable  
☐ Off-Premise  
☐ On-Premise Temporary  
☐ On-Premise Roof

TYPE OF WORK

☐ Alterations  
☐ New  
☐ Large Assembly

FEATURES

☐ Electrical  
☐ Illumination  
☐ Animation

CONFIGURATION

☐ Monument  
☐ Pole  
☐ Projecting  
☐ Wall  
☐ Window  
☐ Roof Sign  
☐ Other \_\_\_\_\_

OVERALL HEIGHT OF SIGN

\_\_\_\_\_ ft.

NO. OF FACES

\_\_\_\_\_

SIGN FACE AREA

\_\_\_\_\_ sq. ft.

OTHER SIGNS ON PREMISE

\_\_\_\_\_ sq. ft.

TOTAL SIGNS ON PREMISE

\_\_\_\_\_ sq. ft.

BUILDING FACADE AREA

\_\_\_\_\_ sq. ft.

DESCRIPTION OF WORK: \_\_\_\_\_

FOR STAFF USE

PERMIT FEE WAIVED

☐ Yes ☐ No

PENALTY FEE

☐ Yes ☐ No

PENALTY FEE WAIVED

☐ Yes ☐ No

PLANS REQUIRED

☐ Yes ☐ No

OTC

☐ Yes ☐ No

CERTIFICATION

I hereby certify that I have read this application and that all information contained herein is true. If any portion of this information, either intentionally or unintentionally, is false or is a misrepresentation of the material facts, the permit or process granted will be void. I further certify that if I am not the owner, I have proper authorization from the owner to act as representative on his/her behalf and that I may be required to provide written documentation of such authorization to the City of Birmingham.

If the valuation on a commercial project is \$50,000 and over, the contractor **must** have an Alabama General Contractors license.

Signature (Applicant) \_\_\_\_\_

Date \_\_\_\_\_

FEES BASED ON CURRENT ADOPTED TECHNICAL CODE

If sign requires electricity, an Electrical permit is required prior to issuance of Sign permit.

PEP2019-08-15

SEE BACK

Sign Permit fee for all signs listed include both an application fee and a sign face fee. The total fee amount for any sign is the sum of the two component fee items:

**A. Sign Application Fee**

- 1. To erect a sign of any type except a roof sign or outdoor advertising sign (off-premise billboard)...\$175.00
- 2. To erect a roof sign .....\$250.00
- 3. To erect an outdoor advertising sign (off-premise billboard).....\$300.00
- 4. Reader board, message board (any sign with rolling or static script), animated, or video display:
  - a. Additional fee per sign face..... \$100.00
  - b. Additional fee per sign face for off-premise billboard.....\$300.00

Plus

**B. Sign Face Fee**.....\$1.50 per square foot of sign face

**C. Annual Fees**

Annual fees must be paid by January 31st of each year

Off Premise Sign Annual Fee.....\$200.00

Portable Ground Signs. An annual fee of \$100.00 shall be paid for all portable signs and the fee for the first year shall be paid at the time of permit issuance and shall be in addition to all other fees.